



Australian Government

Office of Parliamentary Counsel

Office of Parliamentary Counsel's Temporary Employment Register

Role type: Non-ongoing, full time, part-time

Classification: various

Salary: \$53,520 - \$157,718

Security Clearance: Ability to obtain and maintain a baseline clearance.

Location:

Level 4, PWC Building
28 Sydney Avenue
Forrest ACT 2603

Contact:

Email: Jobs@opc.gov.au

Closing date and time: 8 October 2024

Our Workplace: OPC is a Commonwealth government agency established under the *Parliamentary Counsel Act 1970*. OPC is the Commonwealth's principal provider of professional legislative drafting and publishing services. OPC delivers timely, high quality drafting and advisory services for Commonwealth legislation, prepares compilations of Commonwealth legislation as amended and publishes laws and instruments on behalf of more than 70 agencies. OPC also provides comprehensive, free access to Commonwealth legislation and related material through the Federal Register of Legislation website. OPC has approximately 110 staff.

Our Function

Our functions include: .

- drafting proposed laws for introduction into the Parliament
- drafting amendments of proposed laws that are being considered by the Parliament
- drafting subordinate legislation such as regulations, proclamations and other legislative instruments
- preparing compilations and reprints of Commonwealth laws
- publishing:
 - laws, and proposed laws, of the Commonwealth
 - compilations and reprints of Commonwealth laws
 - information relating to Commonwealth laws
- preparing and publishing Government Notices Gazettes
- maintaining the Federal Register of Legislation
- promoting the legal effectiveness and clarity of legislation, including by providing advice and training in drafting matters
- other functions conferred on OPC or on the First Parliamentary Counsel under the Legislation Act 2003 and any other laws of the Commonwealth
- with Ministerial approval, providing assistance to foreign countries in relation to drafting, printing or publishing of their laws

Temporary Employment Register

The Temporary Employment Register is open to all the eligible members of the community to register a general expression of interest.

We are seeking registrations from eligible candidates for non-ongoing (temporary) employment and intermittent/irregular (casual) employment opportunities across a broad range of classifications and business areas. Opportunities may vary across classification levels and may be for a specified term, for a specified task, or for duties that are irregular or intermittent. You should indicate the areas of work you have expertise and experience in and the areas you are interested in.



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How to Apply

To apply for the temporary employment Register, please provide,

- (a) a current resume which includes your work history ;
- (b) the completed coversheet (provided as Attachment A)

Please send your completed application to the Recruitment Officer at OPC by email or post.

Email **jobs@opc.gov.au** (it is preferable that you submit your application and any supporting documents in PDF format.)

Postal address Office of Parliamentary Counsel
Locked Bag 30
Kingston, ACT 2604

Closing Date: The temporary employment Register closes on 5.00pm, Tuesday, 8 October 2024



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Attachment A - COVERSHEET

Position applied for:

Job title/classification: **Office of Parliamentary Counsel's Temporary Employment Register**

Personal Details:

Title: Mr Mrs Ms Miss Dr Other

Given name/s: _____ Last Name: _____

Phone: (H) _____ (W) _____ Mobile: _____

Email (optional): _____

Postal address: _____

Are you a member of any of the following equity groups—please indicate which ones(s):

- Aboriginal or Torres Strait Islander
- Non-English speaking background
- Person with a disability
- Prefer not to answer
- Are there any reasonable adjustments that you may require during the recruitment process?

Nationality:

- Are you an Australian Citizen? Yes No
- If no: do you have permanent resident status? Yes No
- have you applied for Australian citizenship? Yes No

RecruitAbility Scheme: (more info on page 5)

- Do you identify yourself as a person with a disability? Yes No / prefer not to specify
- If you identify yourself as a person with a disability, would you like to opt into the RecruitAbility Scheme? Yes No

About you:

- Please indicate your preferred work type?*
- Full-time
 - Part-time
 - Casual

- Please select the APS or Executive Level classification at which you wish to be considered. ?
- APS Level 1 or 2
 - APS Level 3 or 4
 - APS Level 5 or 6
 - Executive Level 1
 - Executive Level 2



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Please indicate which discipline/s best match your skills/experience/interest. ?

- Accounting and finance
- Administration
- Legislative drafting
- Editing and Publications
- Executive Assistant
- Human Resources
- Information and communications technology
- Program/ project management

Declaration:

Have you, ever been found by your current, or a previous employer, to have breached the APS Code of Conduct as set out in section 13 of the Public Service Act *Mandatory

Yes No

Are you currently the subject of an investigation into a suspected breach of the APS Code of Conduct by your current department/agency? *Mandatory

Yes No

Have you ever been the subject of an investigation by another Agency into a suspected breach of the APS Code of Conduct that was not finalised at the time your employment in that Agency ended? *Mandatory

Yes No

I declare that the information I have provided is true and correct. I declare that this application is a true reflection of my skills and experience. I understand and agree that giving false or misleading information is an offence and may lead to disqualification from the selection process, or termination of my employment if I am the successful candidate. *Mandatory

Yes

Signature of
Applicant:

_____ Date: _____



RecruitAbility Scheme

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job.

Further information can be found in the following link:

<https://www.apsc.gov.au/working-aps/diversity-and-inclusion/disability/recruitability/recruitability-scheme-guide-applicants>

Additional Requirements (optional)

I require special arrangements to be made for interview / assessment: Yes No

When I am asked to attend an assessment event or interview, I will welcome your support for me to participate equitably by arranging the following adjustments:

Remuneration and other conditions

Salary

Salary information can be found on the OPC website via www.opc.gov.au

Superannuation

OPC offers eligible new employees superannuation choice, in line with the requirements of the *Superannuation Guarantee (Administration) Act 1992*.

If you have a preserved benefit in either the Commonwealth Superannuation Scheme or the Public Sector Superannuation defined benefit Scheme, you should declare it to OPC, and seek guidance from Comsuper, before accepting an offer of employment. The telephone number for Comsuper is 13 23 66.

Terms and conditions of employment

OPC staff are covered by the Office of Parliamentary Counsel Enterprise Agreement 2016-2019 and the *Public Service (Subsection 24(1)—OPC Non-SES Employees) Determination 2018*. A copy of the Agreement and Determination can be viewed on our website.

Accessing information

Information about OPC and advertised positions is available on OPC's website at www.opc.gov.au. If you require further information please send your request to jobs@opc.gov.au.



Australian Government

Office of Parliamentary Counsel

Other information

Websites

Our website is www.opc.gov.au.

The Federal Register of Legislation's website is www.legislation.gov.au.

24-hour answering machine

You may ring (02) 6120 1470 to leave a message.

Other documents you may want to look at

Below is a list of other documents that you may wish to have a look at in deciding whether to apply and how to frame your application (especially if you are unfamiliar with the nature of the work done by OPC). These documents are available on our website.

1. OPC Annual Report
2. Office of Parliamentary Counsel Enterprise Agreement 2016-2019
3. *Public Service (Subsection 24(1)—OPC Non-SES Employees) Determination 2021*

Applying for Jobs in the Australian Public Service

The Australian Public Service Commission (APSC) provides information about joining the APS, including guidance on [Applying for jobs](#). You may wish to visit their [website](#) for additional information.